

*Memorandum*

TO : Director of Training

DATE: 10 March 1964

FROM : Chief, Midcareer and Senior Officers Courses

SUBJECT: Weekly Activities Report #10  
4 - 10 March 1964**CONFIDENTIAL**1. Midcareer Course No. 2

a. The study completed last week relating to the qualifications and backgrounds of students attending the first two Midcareer Courses, has been disseminated to Senior Training Officers and Heads of Career Services.

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██████████ has discussed the paper personally with ██████████, 25X1A  
and ██████████

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b. Duplicate copies of diplomas have been made and sent to the Registrar for inclusion in the official personnel folder of each student.

2. Midcareer Course No. 3

a. Preliminary schedules for Part I. A. (The Agency) are being drafted this week.

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b. A meeting was held with ██████████ of ██████████ to discuss ways and means of providing better coverage of the S&T portions of the Course, including possible additional field trips.

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3. Other Activities

a. Recommendations regarding the use of the Brookings Institution for the forthcoming year have been submitted to DTR.

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b. ██████████ who underwent surgery last week is doing fine and expects to be home shortly. He hopes to return to work during the latter part of this month.

c. Everyone in MSOC has read HR ██████████ on Reporting of Employee Emergencies and Unforeseen Absences.

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